

June 10, 2003

Short Term Employability Skills Training Proposal Guidelines

Below are some general points to assist in the preparation of your Short Term Employability Skills Training Proposal due to Employment Security Department, WorkFirst Program, Vicki Baxter, Contracts Manager, by June 25, 2003 or earlier. The local partnership should agree to the proposal and sign off on the signature page.

Purpose

- ESD WorkFirst will contract with individual colleges (Pilot and Phase I sites)
- Proposal should be focused employment training for TWI customers
- It is not stand alone training like CJST
- It is not considered intensive training
- Training should be employment skills specific not necessarily employer specific
- Training should be designed to enhance immediate employability
- It is short, designed to meet the needs of the local labor market
- Types of training is agreed to by the local partnership
- Topics/courses of modules might include:
 - Computer training
 - Soft skills
 - GED Test or Prep for Test (not formal classes, but to complete a single test or item.)
 - Employability skills (locally defined strategies)
- Removes barriers through focused training on real world skills
- Provides opportunities to attain marketable employment skills
- Innovative strategies that allows customers to build on their strengths
- Positive and flexible learning environment
- Maximizes vocational potential through evaluations, training and support
- Create partnerships that respond to changing market place needs

Outcomes

- Number completing training
- Increased number of entered employments within 90 days
- Increased initial wage at time of employment

Colleges

- Provide open access
- Collaborate with the partnership to offer flexible student centered services
- Offer focused, short-term training, tied to employment opportunities
- Provided tracking/out come information to partners and funding agencies